

## FIMS TYSP Template Instructions

1. Go to the FIMS informational website (<http://fimsinfo.doe.gov/downloads.htm>) and download the three blank TYSP templates. Perform a right click on the Template links and choose Save Target As. You will then need to select the destination where the blank templates will be stored.
2. Once downloaded, open the blank templates and minimize.
3. To obtain the data that will be loaded into the templates, you will need to log into FIMS. Once you login, click on Reports, and then choose the TYSP option.
4. You will see a report menu that contains three reports.
  - a. 200 – TYSP Template A
  - b. 201 – TYSP Template C
  - c. 202 – TYSP Template D
5. For Template A
  - a. Click on 200 – TYSP Template A option. You will then be prompted to select the Field Office and Site. Click on Print Preview.
  - b. A File Download window will appear. Click the Open option.
  - c. Select row 2 and Copy ([Ctrl + C] or Right-click and choose the Copy option)
  - d. Click on the TYSP Template A which you had previously minimized.
  - e. Paste the data from the FIMS report 200 ([Ctrl + V] or Right-click in the \*paste here\* cell and choose the Paste option)
  - f. Click on Template A sheet to see the fully populated template. The source of this data is the FIMS FY10 Year-end snapshot.
  - g. Be sure to Save the Template A before exiting.
  - h. Close the Report 200 window.
6. For Template C
  - a. In FIMS on the TYSP Report menu, click on 201 – TYSP Template C option. You will then be prompted to select the Field Office and Site. Click on Print Preview.
  - b. A File Download window will appear. Click the Open option.
  - c. Select all rows that contain data, except for the header row, and Copy ([Ctrl + C] or Right-click and choose the Copy option)
  - d. Click on the TYSP Template C which you had previously minimized.
  - e. Paste the data from the FIMS report 201 ([Ctrl + V] or Right-click in the \*paste here\* cell and choose the Paste option)
  - f. Click on Template C sheet to see the populated template. The source of this data is the current FIMS database. If there are not enough existing leases to fill the table, it is acceptable to delete any blank rows in the top table.
  - g. Be sure to Save the Template C before exiting.
  - h. Close the Report 201 window.

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### 7. For Template D

- a. In FIMS on the TYSP Report menu, click on 202 – TYSP Template D option. You will then be prompted to select the Field Office and Site. Click on Print Preview.
- b. A File Download window will appear. Click the Open option.
- c. Select the entire spreadsheet by clicking on the top left cell (above row numbers) and Copy ([Ctrl + C] or Right-click and choose the Copy option)
- d. Click on the TYSP Template D which you had previously minimized.
- e. Paste the data from the FIMS report 202 ([Ctrl + V] or Right-click and choose the Paste option)
- f. Click on Template D sheet to see the populated template. The 4 cells at the top of the Template are populated from the FY10 FIMS Year-end snapshot. For the FY11 – FY15 sections, input the FIMS Property ID in the PID column of a building that is planned to meet the GPP. Once the Property ID is input, the GSF column will automatically be populated with the gross square footage from FIMS.
- g. Be sure to Save the Template D before exiting.
- h. Close the Report 202 window.